

Subject: OSR New Contractor Training
Date: October 10, 2007
FROM: Jamie Woodlief
To: More at Four Administrators, More at Four Program Contacts, More at Four Fiscal Contacts

**The North Carolina Office of School Readiness
New Contractor Training**

The Office of School Readiness provides many training opportunities to More at Four Contractors. "New Contractor Training" has previously been presented as requested. New Contractor training provides a tour of the More at Four Program and includes guidance and discussions about MAFPlan, MAFKids, contracting issues and fiscal issues including reimbursement, attendance policy, reporting requirements and inventory.

Staff turnover is an issue that everyone experiences; however, new Contractor training is not just for new staff. For that reason we are sending out this notice to invite all persons that may have an interest in attending a training session.

The sessions will be located regionally across the state and are anticipated to take about 4 to 5 hours of the day. The sessions will be conducted by Susan Blackard and KC Elander in October and November. Final dates and locations will be determined based upon your responses.

Please send an email to Reagan Smith (reagan.smith@ncmail.net) by October 17, 2007 if you would like to attend a new contractor training session. Please include the name and position of all persons that would like to attend.

We look forward to seeing you.

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